

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Aquatic Supervisor

| BAND | GRADE | |
|---|--|-------------------------------|
| E | 920 | |
| DEPARTMENT: Parks & Recreation | ACCOUNTABLE TO: Division Manager | FLSA STATUS: Exempt |
| CLASS SUMMARY: Incumbents are responsible for performing a wide variety of specialized professional, programmatic and administrative support in the Aquatics Section of the Parks & Recreation Department. Duties include: performing and coordinating program activities; researching, analyzing and evaluating programs and recommending changes; providing lead and technical support to staff; resolving program related issues; coordinating activities with other departments; coordinating staff training; conducting studies; assisting in planning and implementing special projects; and, writing and reviewing requests for proposals and bids. | | |
| DISTINGUISHING CHARACTERISTICS: The Aquatics Supervisor is a stand alone classification and is distinguished from other classifications due to its responsibility for oversight of the public pool and its related activities. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.) | FRE-QUENCY | |
|----------|---|------------|--|
| 1. | Supervises departmental operations to include: monitoring work flow; assigning work; ensuring compliance with policies and procedures; providing technical guidance and direction to staff; evaluating staff; discipline; handling complex tasks; recruiting volunteers; resolving problems and handling complaints; evaluating programs and operations; and, recommending changes. | Daily | |
| 2. | Coordinates, performs and/or administers a variety of specialized activities or programs which may include exercise programs, Learn to Swim classes, competitive swimming and safety classes; and preparing requests for proposal and bids; conducting studies. | Daily | |

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|----------|---|-------------|--|
| 3. | Provides direction and support to City employees and departmental staff in interpreting program related policies, procedures and requirements. Ensures policies and procedures are in compliance with laws and regulations. | Daily | |
| 4. | Researches and works on special projects including preparing complex agency required reports. | Weekly | |
| 5. | Maintains departmental/program records and databases. | Weekly | |
| 6. | Participates in meetings and ensures department/program or City's interests are represented. Serves as a liaison between the department/program and other departments and outside organizations and agencies. | Weekly | |
| 7. | Develops, recommends changes and implements changes in program related policies, procedures, standards and guidelines. | Monthly | |
| 8. | Assists in preparing the departmental budget by gathering and organizing historical data and requests for new equipment or improvements. | Annually | |
| 9. | Performs other duties of a similar nature or level. | As Required | |

Knowledge (position requirements at entry):

Knowledge of:

- Research methodology;
- Theories and principles related to Aquatic programs;
- Operations of a municipal swimming facility, including chemicals commonly used in public swimming pools;
- Complex mathematical computations;
- Policy development techniques;
- Laws and regulations governing area of assignment.

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Skills (position requirements at entry):

Skill in:

- Evaluating staff performance;
- Monitoring work flow and assigning work;
- Gathering, organizing and analyzing data;
- Coordinating, organizing and managing multiple programs or activities;
- Preparing budgets;
- Tracking budget expenditures;
- Developing policies, procedures, standards and guidelines;
- Interpreting policies and procedures;
- Resolving problems and handling sensitive matters;
- Procuring materials, supplies and services;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in an Aquatics-related field and three years of related professional experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- Lifeguard Certification;
- Water Safety Instructor Certification;
- Professional level CPR, First Aid and AED certifications (Instructor level preferred);
- CPO and/or AFO Certification.

Physical Requirements:

Positions in this class typically require: sitting, mobility, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Human Resources/Risk Management (jls)

Date: 11/07

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